

CHS CHECKUP



A publication by and for employees of the Kentucky Cabinet for Health Services

Sept. 17, 2001

NEWS BRIEFS

BLOOD DRIVE OCT. 1-2

The Cabinet for Health Services is encouraging all employees to donate blood. Blood supplies were low before the tragedy last week and we, as Americans, can play an important role in saving lives by donating blood.

For those of you who have donated recently -- thanks! If you have not had the chance (in the last 60 days) and would like to, the American Red Cross will be accepting blood donations in the Health Services Building Auditorium for CHS, as well as CFC employees, on Monday, Oct. 1 or Tuesday, Oct. 2.

Appointments for **CHS employees** are recommended and can be scheduled by contacting the recruiter in your department or by calling Melinda Stephens, CHS Blood Drive Coordinator, at 564-5705, x 3911.



TIP OF THE WEEK

Heartburn can disturb your sleep and make your life miserable. Your physician should evaluate chronic burning. Heartburn can sometimes be controlled by quitting smoking, avoiding alcohol, losing weight, avoiding food offenders such as caffeine, chocolate, and high-acid foods (such as citrus and tomato juice), and avoiding stress.

Human Resources Complex Security Issues Being Addressed

Last week's events -- the tragedies in New York, Washington, D.C. and Pennsylvania -- along with the bomb threats and false fire alarms in the Human Resources Complex, have brought to the forefront security concerns by CHS employees.

CHS Secretary Marcia Morgan shared those concerns and began meeting last week with Cabinet staff to begin addressing questions and security issues. State police conducted a search of the complex last week and found nothing unusual.

Supervisors have started meeting with staff to spread the word about security procedures. Here are a few highlights:

ID CARDS -- CHS employees are asked to properly use the ID cards to enter the buildings. Please do not allow other people -- employees or visitors -- to enter on your card. Employees who forget cards and visitors should go to the security desk at the main entrance. If you

have questions about ID badges, email or call Paul Hatchett, 564-6631.

CLEAN OFFICES -- CHS employees are asked to clean up any clutter or boxes in and around their offices. This will help if searches are necessary. A Clean Up Day will be held on Oct. 5 and a Surplus Day will be held on Oct. 8. More details will be announced.

EVACUATIONS -- The decision to evacuate the building is based on the circumstances of each threat. The Finance Cabinet and the Department for Facilities Management work with CHS and other agencies housed in the complex in making the decision.

All of the security measures that have been taken are intended to keep employees and visitors safe. Please understand that you, as an employee, can help make this complex safe by following the proper procedures.



What To Tell Your Children

Governor Paul E. Patton and his office of Early Childhood Development are working together to help parents and their children deal with Tuesday's national tragedy.

"Our families and our communities have always been our strength," Governor Patton said.

"Helping children to feel safe within their homes and with their neighbors and friends are more important than ever."

Patton's office of Early Childhood Development has created some guidelines and suggestions for
(Continued on Page 2)

Tragedy: What To Tell Your Children

(Continued From Page 1)

parents to consider when explaining Tuesday's events to their children.

- Make time to comfort and reassure your children.
- Speak simply and honestly about the situation.
- Listen and acknowledge children's feelings.
- Limit television viewing
- Reassure children about the family's safety.
- Maintain routines or rituals of comfort.
- Provide hope for the future.

"If parents can take a little *extra* time to stop and to hug their children and to talk to them, this action is especially helpful in reassuring children that they are safe," said Kim Townley, executive director of the office of Early Childhood Development. "Engaging in comforting routines such as bedtime stories or songs can help. While talking to children, don't deny their expressions of fear and of concern, but do not scare them by exposing them to more than they can understand."

"Young children have precious spirits that we must attend to with love and care during this time when the world is so upsetting," she added. ✓

Western State Employees Remember



Approximately 200 Western State Hospital and other state employees show their support for America during the "Rally at the Pole" ceremony on Sept. 14 as part of the National Day of Prayer and Remembrance. The staff recited the Pledge of Allegiance and joined hands to observe a minute of silence and prayer in honor of those who perished in the terrorists attacks on Sept. 11.

Distance Communications and Learning Center Opening Nears

Renovations of the third floor of the Health Services Building have been completed and preparations are underway to open the Distance Communications and Learning Center (DCLC) in early October. Besides fresh paint and carpet, the distance communications equipment is under going upgrades.

The Cabinet for Health Services is committed to the professional growth and development of its employees. Recognizing that

through professional growth and development we can provide higher quality services to our clients, the DCLC has been designed for employee and organizational development and training.

The Distance Communications and Learning Center is located on third floor of the Health Services Building and is equipped with a computer lab, multi-use classroom and a video-conferencing room. The center will also have the ability to receive satellite programs. The new Center will officially open on October 11. Watch the newsletter for more information. ✓

The CHS Checkup is a newsletter for employees of the Kentucky Cabinet for Health Services. Please direct contributions or comments to the Office of Communications, 502-564-6786. View newsletters at the CHS website at: <http://chs.state.ky.us/> Printed with state funds.

